



Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

P.O. BOX 14350, 1776 MILITIA WAY

SALEM, OREGON 97309-5047

Comm: (503) 584-3849 (Army) / 3854 (Air)

DSN: 355-3849 (Army) / 3854 (Air)

<http://www.orport.ang.af.mil/>

BRAC affected units strongly encouraged to apply

Announcement #AR06-089

MILITARY PAY TECHNICIAN

Statewide Army Technician Vacancy Announcement

Open Date: 5 June 2006

Closing Date: **30 June 2006**

Series/Grade: GS-0545-05/06

Salary Range:

GS-05: \$29,518 - \$38,376 Per Yr

GS-06: \$32,904 - \$42,774 Per Yr

ENL CMF: 71 **ENL MOS:** 42A/F/L, 44C, 92A/Y

PD#: 70270

Location: USPFO-Mil Pay, Salem, Oregon

Type of Appt: Excepted **X** Enlisted **X**

PCS: PCS is not authorized.

Areas of Consideration:

First Area: Current permanent full-time technicians of the Oregon ARNG.

Second Area: Current Members of the Oregon ARNG.

Third Area: Individuals of Oregon BRAC affected units eligible to become members of the Oregon Army National Guard.

Summary of Duties:

The purpose of this position is to determine entitlements and process military/technician pay. The incumbent provides assistances on matters pertaining to pay entitlement policies, procedures, and operations to the Comptroller/Financial Manager (FM), Human Resources Office (HRO), Military Personnel Office (MILPO), Defense Finance and Accounting Service (DFAS), supported Army National Guard (ARNG) units and civilian employees. Incumbent serves as an expert working the more complex issues with limited guidance.

Method of Evaluating Qualifications:
Knowledge, Skills and Abilities (KSA)

Candidates will be evaluated on the KSAs listed below. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience, months of actual experience is the qualifying factor.

APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:

General Experience

Administrative or clerical experience, education or training which demonstrates the applicants ability to make arithmetic computations, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information.

Specialized Experience

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicant applying for the **GS-05** level must have **6 months** experience applicants applying for the **GS-06** level must have **9 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Knowledge of military pay regulations and procedures.
2. Ability to make extensive record searches and determine corrective actions.
3. Ability to meet deadlines and work under pressure.
4. Ability to make difficult interpretations of established guidelines to process pay inquiries.
5. Ability to explain and interpret regulations.

Substitution of Education for Specialized Experience

High school graduate or the equivalent may be substituted for 3 months of specialized experience.

Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study or 30 semester hours, or the equivalent) for the first 12 months of the required experience.

Special Information

Unit of military assignment is any unit supported by **USPFO** in **ENL CMF: 71 ENL MOS: 42A/F/L, 44C, 92A/Y**. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check will be required per AR 190-11 prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)
must contain:**

(In addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

APPLICATION PROCESS

Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date. Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

John P. Smith, IV

1234 Big Street Medium City, Any State 45678 H (555) 345-6789
emailname@Internetserviceprovider.org

Job Title announcement:

Announcement number: AR04-123A

ANY State Army National Guard

2/15/87 - 12/31/06

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

Job Title, Rank, GS-15, Step 09 (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

Big & Small Co.

2/15/64 – 2/14/87

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

Your Job title

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%